

College List of “Things To Do”....

Students MUST:

- Complete College Applications
- Pay application fees
- Complete the FERPA form on the Common Application and then “match” on Naviance
- Fill out a Transcript Release form for **EVERY** school you are applying to and turn it in at the Guidance Office
- In Naviance, add the college(s) to your “Colleges I’m applying to” list and **also request a transcript through Naviance as well.**
- You must indicate how you are applying (i.e. common app or directly to the institution). *This should match what you have indicated on your transcript release form.*
- If you are using common app, all of your common app colleges must be listed in common app & in Naviance.
- **YOU** must send SAT / ACT scores through Collegeboard to all of the colleges you are applying to. * *(If you are an athlete playing Division I or Division II – You also must send scores to NCAA clearinghouse- the code is 9999)*

To The Guidance Office:

- Submit a signed transcript release form - one for each college/university
- Update your activity resume on Naviance
- Complete Student Information Sheet on Naviance
- Request that a parent/guardian complete the Parent Brag Sheet on Naviance

To The Teachers:

- PERSONALLY, ask teachers to write a letter of recommendation for you (NO E-MAILS – Have a FACE TO FACE conversation, before you give them ANY materials!!!)
- If your teacher is using Naviance for letters of recommendation, go into Naviance, click on “colleges”, then click on “colleges I’m applying to” and then click on “Letters of Recommendation”
- Provide teachers with copy of your resume and a list of schools you are applying to.
- For recommenders outside of Eastern faculty, you will need to provide them with a stamped, addressed envelope to be sent directly to each college. If you are using Common App, you can invite your outside recommender through Common App as an “other recommender”.

- ***Please let the teachers know when your deadline is for each school. If you add additional schools please let your teachers know!!!!***